

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Engineering
Classified, GRADE 10
40 Hour Week

GIS SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs highly skilled and specialized Geographic Information Science (GIS), Database Management, SCADA system development, and Computer Aided Drafting (CAD) work; does related work as required

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs work with related Geographic Information Science software, hardware, and programs to create and maintain data and/or maps that can be combined with geographically referenced data. Employee is responsible for collecting storing, and analyzing county wastewater flow data. Employee is responsible for programming changes, operation, and maintenance of SCADA system. An employee in this class is assigned the responsibility for special projects or specific tasks from their initiation to their approval.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, visual acuity is required for preparing and analyzing written or computer data, operations of machines, and observing general surroundings and activities; the worker may be subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Design and update databases, applying additional knowledge of spatial feature representations;
Gather, analyze, and integrate public works spatial data and determine how best the information can be displayed using GIS;

Analyze spatial data for geographic statistics to incorporate into documents and reports;

Analyze geographic relationships among varying types of data;

Operate and maintain GIS system hardware and software;

Manage sewer geometric network and engineering flow model using GIS software;

Collect, store, and analyze county wastewater flow data;

Programming changes to SCADA system, edit existing operator interface screens and databases, add new screens, test and verify the system against department standards;

Conduct research to locate and obtain existing databases;

Prepare metadata and other documentation;

Maintain files, drawings, and maps to output reports in hard copy or electronic transfer.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of the principles and practices of Geographic Information Science; thorough knowledge of GIS and CAD hardware and software; thorough knowledge of various methods for describing the location and distribution of public works infrastructure including their physical locations, relationships, and characteristics; good written, oral, and cartographic communication skills providing the ability to convey GIS/spatial information to non-GIS/technical people; good knowledge of surveying, civil engineering principles and advanced mathematics as may be obtained by completion of college level engineering courses; ability to plan and coordinate projects; considerable knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with at four years experience in Geographic Information Science (GIS); or the completion of college level courses in civil engineering or geography emphasizing in GIS; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

Est. 07/01/07